



Event/Program Partnership Form



Annually due by November 5th

Name of Company:	Date Submitted:
Contact:	E-Mail Address:
Phone Number:	Fax Number:
Street Address:	City/State/Zip Code:
Type of Agency (mark one): <input type="checkbox"/> School <input type="checkbox"/> Government <input type="checkbox"/> Profit <input type="checkbox"/> Non- Profit	

Event Description:

Location:		
Date(s):	Start Time:	End Time:
Overview of Event/Program:		
Requests from Department:		
Advertisement:		
Costs:		
Expected Attendance:	Admissions:	
Submitted By:	Signature:	Date:

Departmental Use Only

Approved:	Denied:
Notes:	
Notified:	



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Policy

- Any event/program partnership that is requesting to use park facilities in conjunction with Hamilton County Parks and Recreation is to complete an event/program partnership form.
- Applications are due annually by November 5th for the following year's events.
- Review/Approval will be completed by the Event Council composed of:
 - Michelle Arndt
 - Kurtis Baumgartner
 - Chris Stice
 - Bruce Oldham
 - Amanda Smith
 - Allen Patterson
- Notification to the applicant will be made by December 15th of that same year the application was submitted.
- Evaluation will be based on the following:
 - Availability of staff
 - Mission of dept.
 - Size of event
 - Affects related to daily users of facility
 - Charges/Free
 - Target Audience